

**CLASS TITLE: COORDINATOR OF COMMUNITY
RESIDENTIAL SERVICES**

Class Code: 02814500
Pay Grade: 24A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To organize, plan, and direct the work of staff engaged in the care, custody, guidance, and training of Developmentally Disabled and/or Mentally Handicapped persons residing in a community-based program; to coordinate the work of the staff with the routine, daily services provided by other disciplines within that program; to plan and direct the development and operation of that program toward the goal of greater habilitation of consumers served to a normal, restriction free community-integrated environment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for independent judgement in the accomplishment of general and specific assignments; work is reviewed on an ongoing basis through conferences and reports.

SUPERVISION EXERCISED: Supervises the work of a staff engaged in training for a residential care services program for the Developmentally Disabled and/or Mentally Handicapped citizens within a community-based setting.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for directing and coordinating the work of a staff engaged in the care, custody, guidance, and training of Developmentally Disabled and/or Mentally Handicapped consumers.

Within a community based setting, to promote proper knowledge and technology for the development and operation of an educational and recreation program for such consumers, with the purpose of developing and improving their social image, emotional stability, and general habilitation to community living.

To coordinate and direct residential care services within a program designed to provide for, and maintain, the general health and welfare of such consumers.

To direct a Management Information System to include a comprehensive unit training plan, a tracing system for physical properties repair and renovation, and transportation systems.

To assist in interviewing and assessing the potential of candidates for appointment and/or promotion and in making appropriate recommendations for such action.

To implement and maintain conformity to established policy and procedure by the direction of subordinates through a process of training, in-service, review of work, and assessment of job performance; to that end, to initiate and, under supervision of a superior, to follow through with any action, up to and including formal discipline, necessary to correct or adjust staff job performance.

To assess levels of staffing required under routine as well as extraordinary circumstances, to maintain residential care services within the program, and to take any authorized action necessary to maintain such levels.

To develop an ongoing in-service training plan to insure that all staff are properly trained in all phases of operating and maintaining direct care services in a community based residential facility.

To be responsible for consulting regularly with subordinates to insure proper adherence to policies and procedures, legal and ethical standards.

To conduct routine inspections of residential facilities within the program in order to insure maintenance of program regulations and standards, taking any necessary action to correct deficiencies through training or referral to an appropriate discipline department or agency.

To assist an interdisciplinary team in assessing the needs, capacities, skills, and potentials of consumers served by the program with a goal of greater orientation to community resources; and assisting in the implementation of the plan with advice and referral to an appropriate discipline, department or agency.

To act as a resource person and liaison between consumers, staff, family members, residence neighbors, volunteers, private and public agencies, and the general public in transferring of routine information or the

handling of routine complaints; to act in the capacity under the close supervision of a superior when handling unusual or sensitive matters.

Under special circumstances to act as liaison between MHRH and other public or private agencies to assess and provide for needs of developmentally disabled and/or mentally handicapped citizens.

To coordinate, monitor, and maintain provision of transportation services for consumers and staff in routine and extraordinary circumstances and in accordance with established program policy and procedures.

To make responsible decisions in difficult situations; to act in place of the manager in carrying out policies, and implementing directives.

Routinely, and under special circumstances, to prepare all reports, forms, and documents necessary to conduct and maintain residential services as provided for within the program collecting statistical data in preparation for budget estimates assessing data relative to these reports, within the supervisory sphere of expertise, in order to maintain and improve program service levels.

To take necessary action to insure compliance of facilities with local and federal laws and standards.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques involved in operating and overseeing a community-based program of care, custody, and treatment of the developmentally disabled or mentally handicapped; a thorough knowledge of the federal, state, and local statutes, regulations, and procedures applicable to the efficient operation of such a program; the ability to train and supervise staff engaged in such a program; the ability to prepare and review budgetary data, to prepare and disseminate organizational information to related public agencies; the ability to evaluate client progress and to suggest appropriate adjustments in care and treatment; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Bachelor's Degree in Psychology, Special Education, Health Care, or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory position in the field of habilitative care and treatment of the Mentally Handicapped and/or Developmentally Disabled.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

ADA MEDICAL PROVISION: If a medical certificate of fitness is necessary, it will be required of all applicants to this class. The certificate is to be submitted only after a conditional offer of employment has been made in accordance with the Americans with Disabilities Act.

REASONABLE ACCOMMODATION: If an Applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a reasonable accommodation, that applicant shall not be considered unqualified for the position.

Class Revised: April 27, 1997

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